



STATE OF WASHINGTON  
**DEPARTMENT OF LICENSING**

**WASHINGTON BOARD OF REGISTRATION FOR  
LANDSCAPE ARCHITECTS**

**Meeting Minutes**  
**SPECIAL BOARD MEETING CONFERENCE CALL**  
**Call in # (360) 357-2903**  
**Pin 17961#**

**DATE:** September 4, 2007

**TIME:** 2:00 p.m.

**LOCATION:** **Conference Call**  
Department of Licensing  
Olympia Washington

**MEMBERS**

**PRESENT:** Tom Sherry, Chair  
James Yap, Vice Chair  
Clyde Haase, Secretary  
Fred Glick, Member

**STAFF**

**PRESENT:** Joe Vincent, Jr., Board Executive  
Lorin Doyle, Program Manager  
Elizabeth Stancil, Administrative Assistant  
Kezia Prater, Program Representative  
Martha Lantz, Assistant Attorney General

**OPEN SESSION.....2:00 PM**

**1. Call to Order**

1.1. Introduction of visitors

No visitors were present

1.2. Order of Agenda

Item 8.2.1 was moved to this agenda item to introduce new staff member Kezia Prater to the Board. Ms. Prater is the new Program Representative for the Landscape Architect and Geologist professions. She is originally from Baton Rouge, Louisiana and she brings a

wealth of knowledge to these programs with her background in academics and higher education. The staff members are very excited to have Ms. Prater join our team.

1.3. Approval of Minutes, April 19, 2007 Meeting

MOTION: Secretary Clyde Haase moved to accept the April 19, 2007 minutes as written.

SECOND: Member Fred Glick.

2:09:16 PM MOTION Passed.

1.4. Review of Communications

No Business

**2. Hearings/Rule Adoptions/BAP Appeals/Public Presentations**

**CLOSED / EXECUTIVE SESSION**

**3. Complaints / Investigations**

No Business

**4. Legal Issues and / or Deliberation**

No Business

**OPEN SESSION**

**5. Disciplinary and Investigation Items**

No Business

**6. Assistant Attorney General's Report**

No Business

**7. Committee Reports**

**Board assignment:** Mr. Haase will work with the Washington Association of Landscape Professionals (WALP) to write an article for our next newsletter.

## **8. Board Administrator's Report**

### **8.1. Board Operations**

8.1.1. Statistics – Professions Status Report – Provided as a handout.

8.1.2. Licensing trends – Provided as a handout.

### **8.2. Administrative Matters/Legislation**

#### **8.2.1. Staff changes**

Covered under agenda item 1.2

### **8.3. Business and Professions Division**

#### **8.3.1. Strategic Business Planning**

The Business and Professions Division is currently rolling out the new Strategic Business Plan. The division has had some entertaining roll-out activities to help staff see how their jobs relate to the division's mission and vision and the rest of the business plan. Once the roll-out is complete, staff will provide the plan to the Board to show the relationship between the division and the Boards and Commissions. A great deal of participation and hard work went into the development of the Strategic Business Plan.

### **8.4. Department of Licensing**

No Business

### **8.5. Financial Report**

A financial report was provided in the Board packets. This is not the final report from the last biennium. The division is going through the allotment process and staff is working on supplemental issues for other groups within our section. The Landscape Architect program has plenty of spending authority for the next biennium.

### **8.6. Board / Staff Travel**

Mr. Vincent and Mr. Sherry will be attending the CLARB Annual Meeting in Cleveland, Ohio, September 5<sup>th</sup> - 8<sup>th</sup>.

### **8.7. Review of applications approved for licensure – Provided as a handout.**

### **8.8. Other items**

No Business

## 9. Old Business

### 9.1. Rule Draft - Stamp/Seal Use Draft

A draft rule to govern the design and use of the landscape architect seal/stamp was provided for Board review. Discussion followed about allowing both horizontal and vertical formats and size scaling, provided the seal was readable.

MOTION: Member Fred Glick moved to allow staff to modify the proposed draft to include a horizontal and vertical version of the seal/stamp and language about scaling, and then move to the next step in the rule process, CR-102.

SECOND: Secretary Clyde Haase.

2:38:27 PM MOTION Passed.

### 9.2. Rule Draft - Professional conduct

This draft was taken from the model rules developed by CLARB.

Ms. Lantz suggested showing the draft to Prosecuting AAG, Bruce Turcott, to make sure there isn't any reason we wouldn't want to adopt the model rules for our Board. Ms. Lantz will show this to Mr. Turcott and have him email any changes to staff. Staff will make minor modifications and send a clean copy to the board following the meeting.

This will be ready for review by or before the next board meeting in October.

## 10. New Business

### 10.1. Review of "Guidelines for Officials" publication

Tabled

### 10.2. Board review of applications

Currently, reciprocity applications are submitted to board members for review before issuing a license. Many of these applicants are licensed in multiple states and hold CLARB records.

Staff will bring forward a proposal to the board explaining how applications have been processed in the past and how to efficiently process these applications in the future. Staff is willing to evaluate the applications and may propose the review be done at the Department of Licensing, sending forward only those that need additional Board review.

### 10.3. Qualifying education

Staff had questions about the requirements for qualifying education listed in WAC 308-13-020 (a) (ii) & (iv). The WAC currently only allows full credit for candidates with academic training in landscape architecture, or partial credit for training in civil engineering or architecture. Some candidates have applied with experience in programs related to landscape architecture, and staff needs guidance on evaluating their applications. Staff will prepare draft language to clarify the WAC and will bring it as a draft policy to the October Board meeting.

#### 10.4. CLARB Annual Meeting Preparations

##### 10.4.1. Review of Items to be Acted on

Mr. Vincent anticipated the Council of Landscape Architectural Registration Boards (CLARB) sending out a list of the items to be acted on at the Annual Meeting but received only an agenda. The Board Chair would usually review these items with the Board and get a vote to bring forward at the CLARB Meeting.

Mr. Vincent and Mr. Sherry will bring up the issue of receiving information from CLARB too late to make decisions before the annual meetings. Washington and many other states have rules to follow regarding open public meetings and we are not able to pull our decisions together at the last minute.

On behalf of the Board, Mr. Sherry will request that CLARB provide annual meeting materials at least 30 days prior to the meeting so Boards have time to meet and vote on the proposed resolutions. Mr. Sherry will not vote at the CLARB Annual Meeting and he will tell them it is due to not getting the information in a timely manner.

##### 10.4.2. CLARB Officer elections

The officer election vote was already submitted to CLARB.

#### 10.5. Calendar adjustments

Next meeting has been moved to October 19, 2007. We will begin at 9:00 a.m. at the WSU campus in Spokane.

### 11. Other Business

#### 11.1. Review of master action item list

Staff provided the Board with a master list of action items from previous meetings for their review.

#### 11.2. Action items from this meeting

**Board Assignment:** Mr. Sherry would like the board to have additional suggestions for articles at the October Board meeting.

Staff will do a rewrite on the stamping language and will finalize the language on professional conduct. The proposed rules will be filed with the code reviser's office and arrangements will be made for hearings.

Review of reciprocity applications and qualifying education.

Staff will draft an article on Fred Glick's Board appointment and will add to the next newsletter. A draft of the newsletter will be sent to the Board and our goal is to have it published by late November.

### 11.3. Agenda items for next meeting

#### 11.3.1. Planning - AAG Presentation: Disciplinary Workshop

Mr. Vincent will work with Mr. Sherry to plan for this presentation. It will likely take place at the beginning of 2008.

Other agenda items:

- "Guidelines for Officials" Publication
- Curtis LaPierre, ASLA, will make a presentation

### 11.4. Any other business

No Business

## 12. Adjournment

The meeting adjourned at 3:54 p.m.